

1 DEC 1964

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Early Retirement

The only new development has been rescheduling of the 3 December meeting with the Panel of Attorneys to a new tentative date of 9 December.

2. Staffing Support Positions

In response to the DDCT's memorandum of 16 November 1964, the Chief, Salary and Wage Division has initiated a review to identify Support positions not now identified with a Support Career Service. This review will be coordinated with both the operating components in which such positions are located and the Support Career Services concerned. It is expected that the majority of the Support jobs in the DD/I area will be identified in about two weeks. When this has been done, we plan then to review positions in the other Directorates.

3. Quality Step Increases - Personnel Advisory Board

The PAB is scheduled to meet Thursday, 3 December, to consider proposed standards for the grant of a second QSI to an individual who is serving in the same grade that he held when his first QSI was awarded.

4. Wage Board Increases

5. Exercise Room

During the period 23 - 29 November, only 126 participants used the Exercise Room; a drop of 37 from the previous week. This drop was due to low participation on both Thanksgiving Day and the Friday following Thanksgiving.

6. Candy Sales

In the first five days of candy sales, a total of 516 pounds of candy for \$737.45 was sold. Also, 61 pounds of fruit cake for \$61.00 have been sold.

Emmett D. Echols  
Director of Personnel

Distribution:

O & 1 - Addressee

1 - IG

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Approved: 15 Nov 1964  
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GROUP 1  
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